

Opening Date: 8/19/2014
Closing Date: Open Until Filled
Work Location: Austin, Texas
Posting Number: 14-88
Monthly Salary: \$4,100-\$5,000/month *Salary commensurate with experience
Group/Class: B19/1080 B21/1082
Travel: 5%
Division: Regional Water Planning & Development
Number of Positions: 1
Position Number: 1217

JOB VACANCY NOTICE

Financial Analyst I/II

*Apply Via Mail/Hand Delivery: Texas Water Development Board
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,
Austin, Texas 78701 or via facsimile (512) 463-7644. Refer to
Human Resources (512) 475-2142 Equal Opportunity Employer*

Job Description

Performs complex or advanced financial analytical work. Work involves compiling, reviewing, analyzing and evaluating financial data; preparing reports and responding to inquiries; interacting and guiding applicants and their consultants during the funding process; participating in outreach efforts to promote TWDB funding programs; and recommending appropriate action to ensure all projects meet the Board's credit standards and relevant state and federal program guidelines. Works under limited supervision with latitude for the use of initiative and independent judgment. Performs other duties as assigned by the Team Manager, Director, Assistant Deputy Executive Administrator and Deputy Executive Administrator.

Essential Job Functions

- Review and analyze financial applications to ensure compliance with established procedures, requirements, laws and regulations; completeness of data; and presence of documentation.
- Conduct security analysis and determine financial capacity of loan applicants;
- Coordinate and guide applicants and their consultants to obtain necessary information to analyze and prepare written recommendations for Board action;
- Participate in outreach efforts to promote TWDB financing programs;
- Participate and contribute as a member of an inter-disciplinary team;
- Coordinate efforts associated with closings and serve as internal and external point of contact for closings;
- Individual duties also include review of bond orders and setting of interest rates for loan closings;
- Represent the Board and its programs to citizen groups and governmental agencies;
- Perform related work as assigned.

Minimum Qualifications

- Graduation from accredited four-year college or university with course work in finance, accounting, business or public administration or related field (Experience and education may be substituted for one another).
- Two years experience in working on finance related issues for Financial Analyst II.

Knowledge, Skills, and Abilities

- Knowledge of TWDB financial assistance programs.
- Knowledge of finance administration and public finance.
- Knowledge of financial and industry terminology and practices.
- Intermediate knowledge of Excel and Word.
- Ability to prepare special reports, budgets utilizing in-house software programs.
- Ability to meet deadlines and respond appropriately to customers' needs and special requests.
- Ability to effectively communicate verbally and in writing, including public speaking.

Remarks

- Copy of required academic transcripts and/or licensures and copy of driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/11



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. www.twdb.texas.gov/jobs